



Host Roles & Privileges

A meeting host is responsible for coordinating and controlling a meeting.

A meeting host can:

- *schedule* and start a meeting
- *start* an instant meeting
- *set up* and start a One-Click Meeting
- *invite* attendees to a scheduled meeting
- *invite* attendees to a meeting in progress
- *start* a teleconference
- *designate* a presenter
- *assign* the host role to another attendee, and reclaim the host role
- *restrict* access to a meeting
- *specify* or edit a greeting or message for attendees during a meeting
- *end* a meeting

Key Notes

- A host must be an authorized user—that is, the host must have a user account on the ODIN VTM meeting service Web site.
- Once a meeting starts, the host is initially the presenter as well. The host can then designate any attendee to be the presenter.
- If a host designates another attendee to be the presenter, the host can also participate in a meeting, much like an attendee.

Presenter Roles & Privileges

A presenter is responsible for presenting content during a meeting. A presenter can:

- *participate* in a teleconference
- *share* and annotate documents, presentations, and whiteboards in the content viewer
- *save* shared documents, presentations, and whiteboards
- *share* and annotate applications, desktops, and Web browsers
- *share* applications or the entire desktop on a remote computer
- *share* a multimedia Web page
- *allow* attendees to remotely control an application, desktop, or Web browser
- *create* a poll questionnaire and poll attendees
- *save* a poll questionnaire or poll results to a file
- *publish* files that attendees can download
- *send* live video to attendees
- *grant* privileges to attendees during meeting
- *participate* in a chat
- *save* chat messages to a file

Note
A presenter
does not need
to have a
Secure WebEx
account



This tip provides step-by-step instructions on scheduling and running a successful Secure WebEx meeting.

Attendee Roles & Privileges

A meeting attendee participates in a meeting, but generally does not present information.

An attendee can:

- *participate* in a teleconference
- *participate* in an Internet phone conference
- *view* shared documents, presentations, and whiteboards in the content viewer
- *view* shared applications, desktops, and Web browsers
- *view* shared applications or the entire desktops on a shared remote computer
- *view* shared multimedia Web pages
- *remotely* control shared applications, desktops, and Web browsers, if the presenter grants remote control to the attendee
- *annotate* shared applications, desktops, and Web browsers, if the presenter grants annotation control to the attendee
- *participate* in a poll
- *participate* in a chat
- *save* chat messages to a file
- *view* live video that the presenter sends
- *download* files that the presenter publishes

If the meeting host or presenter grants the appropriate privileges to attendees, an attendee can also:

- *share* documents or presentations in the content viewer
- *annotate* shared documents and presentations in the content viewer
- *write* and draw on shared whiteboards in the content viewer
- *save* documents, presentations, and whiteboards in the content viewer
- *paste* images in pages, slides, and whiteboards in the content viewer
- *display* different views of pages, slides, and whiteboards in the presentation viewer—for example, full-screen view or thumbnail view

Note
Meeting attendees does not need to have a Secure WebEx account